

## FINANCE LETTER

DEPARTMENT OF TRANSPORTATION  
ACCOUNTING SERVICE CENTER  
LOCAL PROGRAM ACCOUNTING BRANCH

Date: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Project No.: \_\_\_\_\_  
EA No.: \_\_\_\_\_

Attention.: \_\_\_\_\_

TOTAL COST OF WORK	TOTAL PARTICIPATING COST	FEDERAL FUNDS (Fed-Aid code: _____)	LOCAL FUNDS	OTHER FUNDS	OTHER FUNDS
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Agency Preliminary Engineering						
State Furnished Preliminary Engineering						
Overhead at _____%						
R/W Engineering & Administration Costs						
R/W Purchase Costs						
Relocation Assistance (SJ 3A055)						
Contract Items _____						
Utilities _____						
Contingencies _____						
Trainees _____						
Agency Furn. Mat. _____						
Contract Total _____						
Agency Construction Engineering						
State Furn. Construction Engineering						
Overhead at _____%						
State Furnished Materials Testing						
Overhead at _____% EA No. _____						
Force Account (Day Labor) - striping, etc.						
TOTAL:						

Federal Participation: \_\_\_\_\_%

Signature: \_\_\_\_\_

Questions regarding this finance letter should be directed to:

Printed name: \_\_\_\_\_

Reimbursement. Ratio: \_\_\_\_\_%

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

REMARKS:

Distribution All Projects: (1) Original + 4 copies-Caltrans District Local Assistance Engineer. (2) Copy-Local Agency Project File